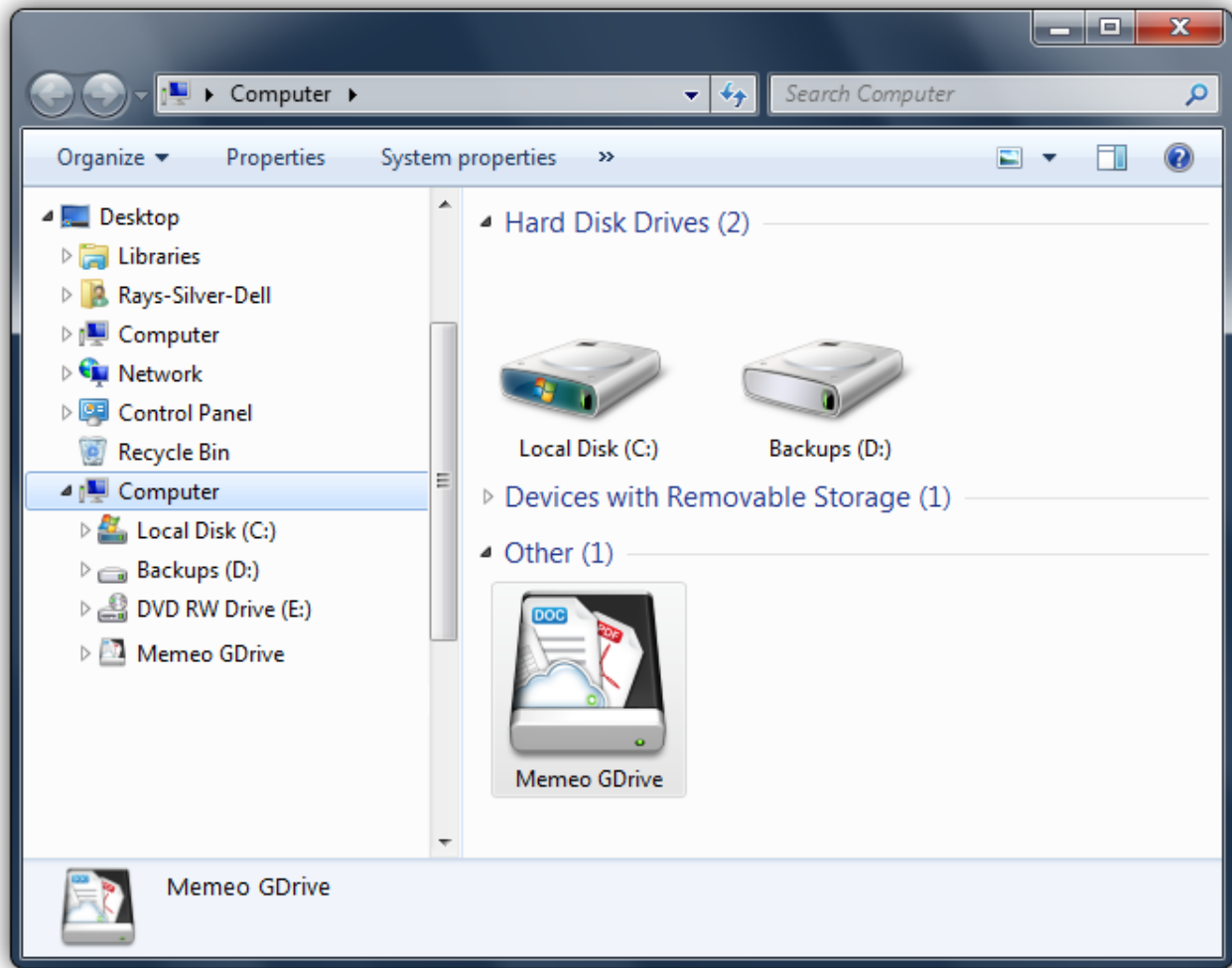# Quick Start Guide - Memeo Connect(TM)

July 31, 2010

Introduction

This Quick Start Guide is intended to give new users a quick introduction to the key features of Memeo Connect for Mac and Windows.*

*NOTE - Your user interface may vary from the screen shots shown, depending on the platform being used and any changes included with normal software updates.

Memeo GDrive (New!)

Memeo Connect now includes the **Memeo GDrive feature** which is a virtual drive on your Mac or Windows PC. Files added to your Memeo GDrive are automatically uploaded and stored in the Google Docs(tm) cloud.
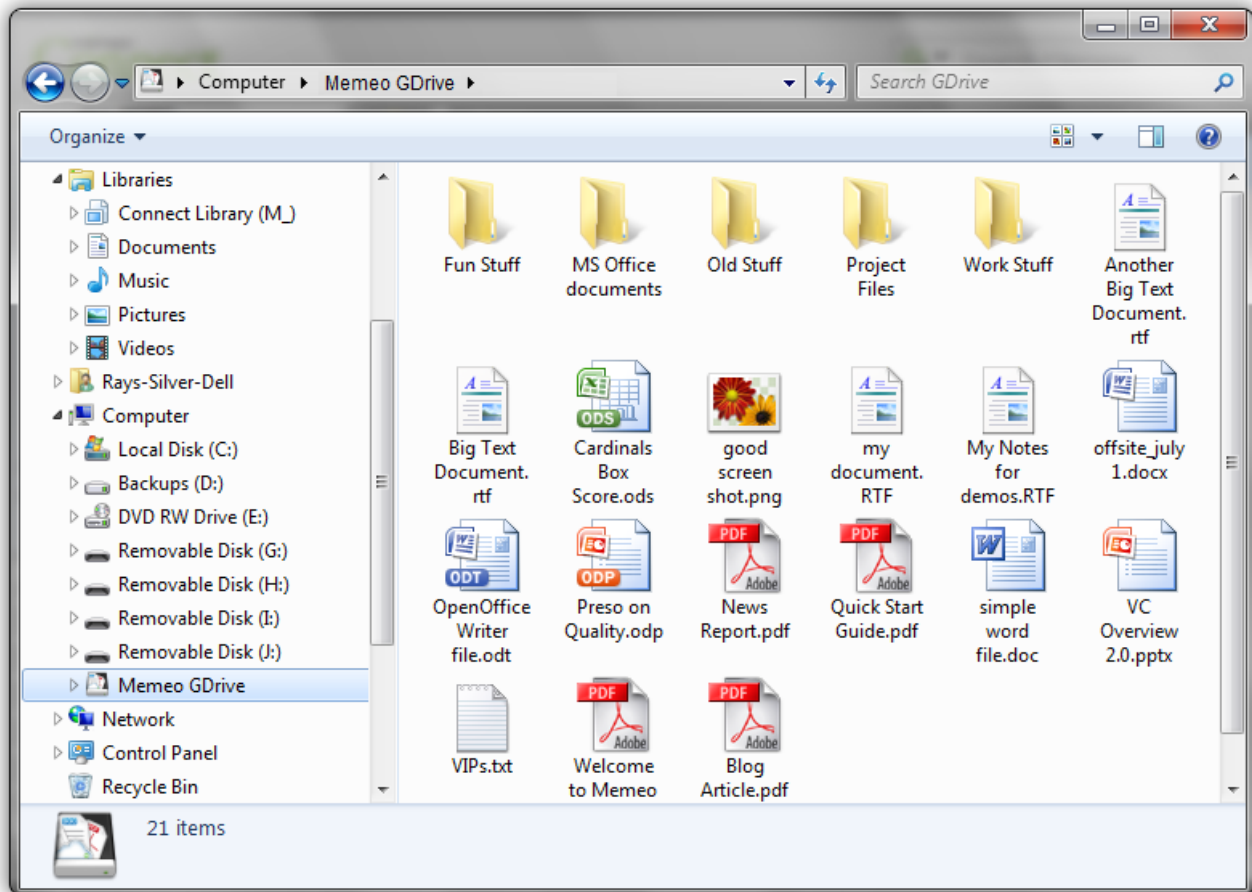
GDrive in Windows Explorer

Because Memeo GDrive is integrated with the Windows and Mac file systems, you can perform standard tasks like add files using drag and drop, rename files using right click, and open files using double click. Any changes you make to your documents are automatically saved to the Google Docs cloud, which means you can access the latest documents from anywhere ... Mac, Windows, iPad or Web browser.

TIP:

You can use "Save As..." from any application to save your document directly to the Memeo GDrive and Google Docs.
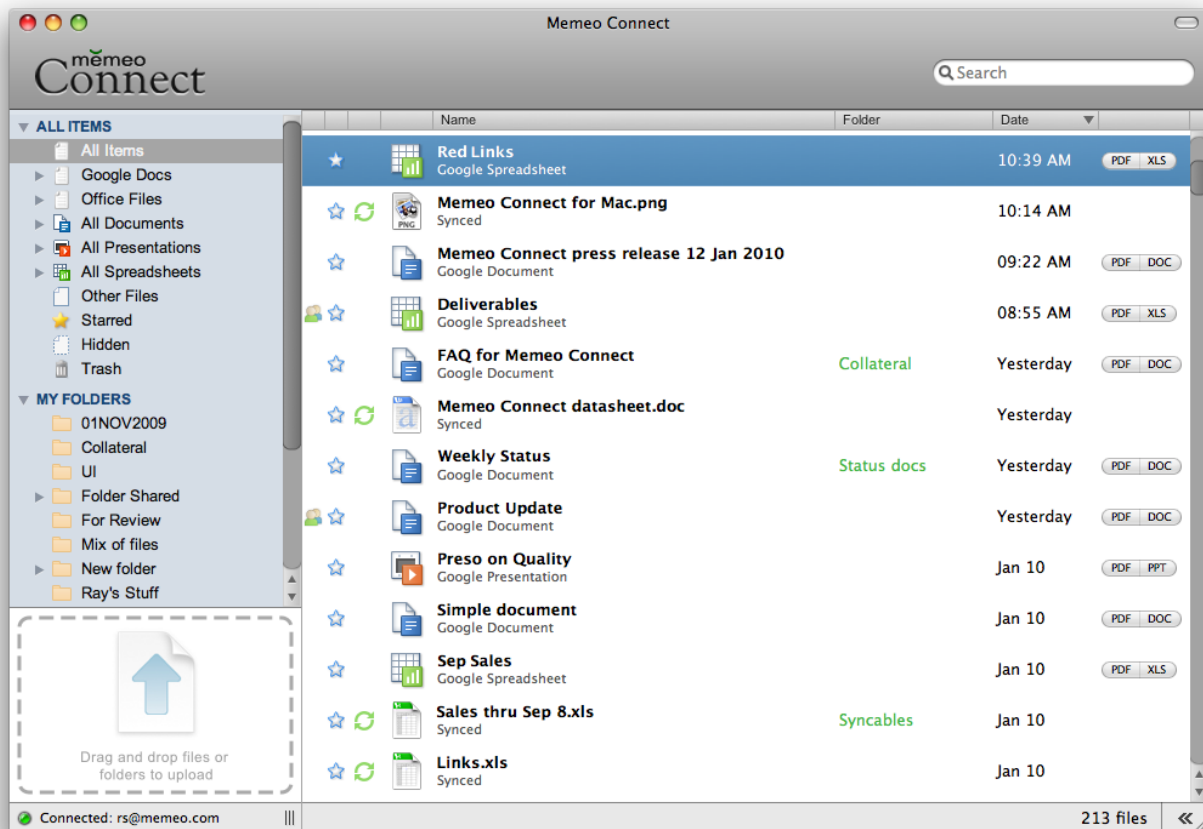
Open GDrive to see files stored in Google Docs (Windows version shown)

Memeo Connect Main Screen

The main screen for Memeo Connect, sometimes called the workspace, is shown below. This is where you can also interact with files, upload new files or folders, etc. The main screen provides a richer experience where you can also find the status of files, star files, hide and unhide files, list files quickly, sort and filter, view as PDF or convert to and from native Google documents. The benefits of using Memeo Connect's main screen are:
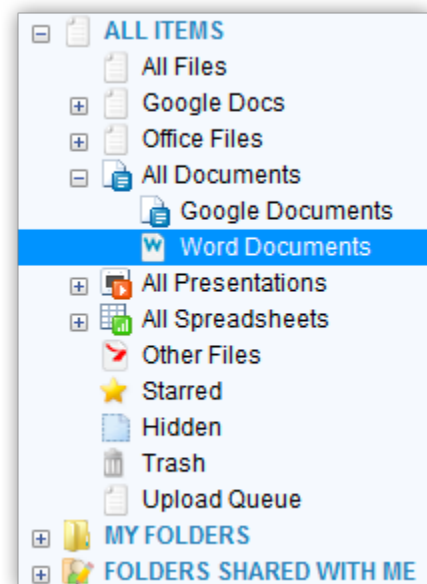
- View local files and online Google Docs content in a single list
- Supports online and offline modes - when offline, view native Google Docs web content as PDFs by simply opening the document
- Scroll through thousands of files quickly
- Use categories (panel on the left) to narrow what's shown in the list
- Star items and view your starred items quickly using the Starred category
- Use Search to find your files quickly by name or by contents (full text search)
- Convert local Microsoft Office files to Google Docs as web-based content
- Convert native Google Docs web-based content as new local Microsoft Office files
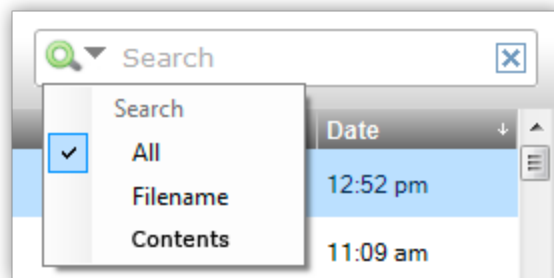
(Mac version shown)

Categories (New!)

Memeo Connect now includes enhanced filtering of your content by categories. You can select to list files based on content type, such as local files vs. online Google Docs and text documents vs. spreadsheets vs. presentations. Expand the category list by clicking the small plus signs (+).

Searching (New!)

Search capabilities have been improved in Memeo Connect. You can now search by filename and contents (or "full text search").
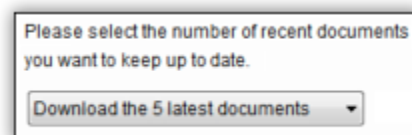
By default, Search returns a list based on filename or contents, but either can be selected for a more focused search. Contents search is only available while online.

Automatic Downloading

Setting Preferences

Whenever Memeo Connect communicates with Google, it checks for changes and automatically downloads new files found. Under Preferences, you can limit how many new files are downloaded the next time it checks. By default this setting is set to 5, which means Memeo Connect will automatically download up to 5 recently updated documents (files) that have changed since the last check. If you want Memeo Connect to download more or less than 5 files at a time, choose an appropriate setting as desired.

NOTE - whenever a document is changed in the Google Docs cloud, the time stamp of the document is updated. Typically this puts that file at the top of the list for download, which means that **even if this setting is set to the default of 5, any newly edited document will always be downloaded.** You may also select "Download All" if you want to have all documents downloaded immediately. Downloading all files may take a while depending on the size and quantity of files stored in the Google Docs cloud.

Automatic Uploading

Whenever a local file is edited the changed file is automatically uploaded. There is no limit to the number of local files that will be uploaded. This assures your latest edits are always in the cloud.

Adding Files or Folders of Files

Using Memeo GDrive

You can add individual files or entire folders via the Memeo GDrive using drag and drop. Files are uploaded unaltered and folder structures are preserved.
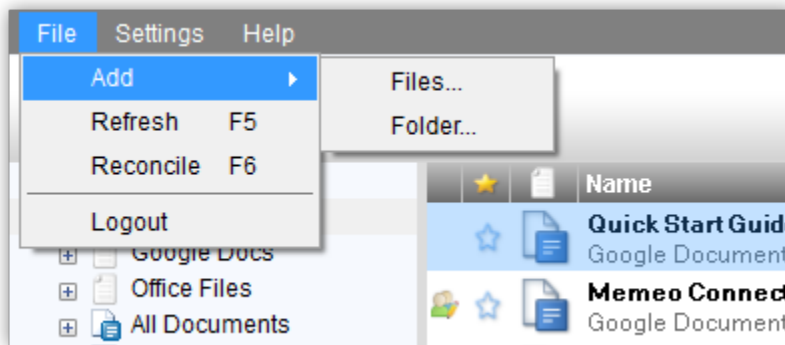
Using Drag and Drop to the Main screen

You can drag and drop files or a folder of files to Memeo Connect to upload them, unaltered, to the Google Docs cloud. Files will then show in the Memeo Connect file list as local files. If you use Google Docs via the web, they will show as non-Google Docs files.

Using Menus

You can add individual files or entire folders via the File menu.

NOTE - Memeo Connect stores a COPY of files added. The original file is left unaltered. You must use Memeo Connect to open and edit files for changes to get uploaded.

Local Files vs. Online Content

Visual Indicators

Memeo Connect displays local files using the local icon from Windows or Mac OS. For web-based content native to Google Docs, Memeo Connect displays icons from Google to indicate these documents reside online.

Double clicking a document opens it with the appropriate application. For example - Memeo Connect will use Microsoft Word for local Word files (.doc) or a browser will open to access native online Google documents.

Editing a Local File from Memeo Connect Main Screen

When you double click a local Word file in either the Memeo GDrive or the workspace UI, Memeo Connect opens that file with Microsoft Word. When you save your changes, the updated Word file is automatically uploaded to the the Google cloud.

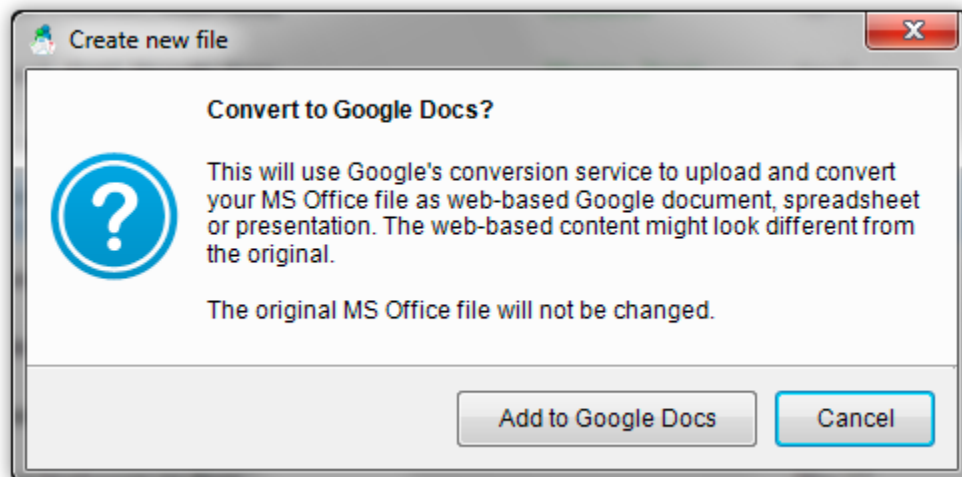# Editing Google web-based Content from Memeo Connect Main Screen

When you double click a document in your list that is web-based content in Google Docs, Memeo Connect opens a browser directly to that document. You can then edit and save your changes using the Google Docs web interface.

Sharing Your Files using the Google Docs Web Interface

From the Google Docs online web interface, you can share your uploaded files or web-based content (native Google documents). In Memeo Connect, we've provided a quick way to access Google Docs online in the right-click (context) menu. When you select "Share Online" for files in your file list, Memeo Connect opens a browser directly to that document in Google Docs. From there you can select Share.
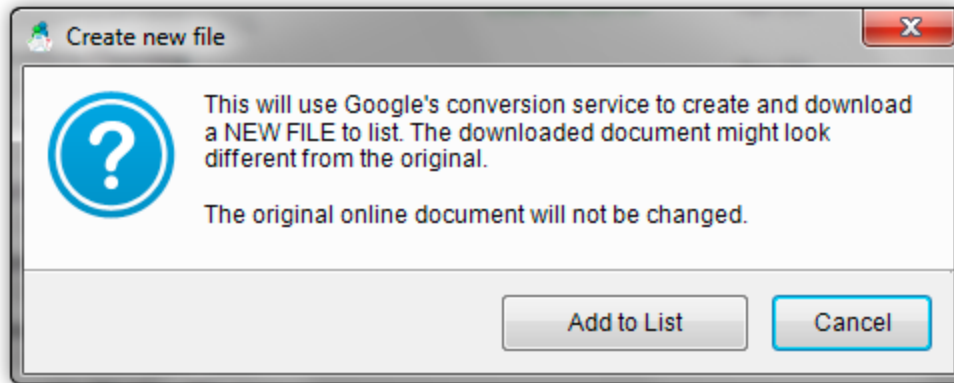
Converting Local Office Files to Google Docs

From within the Memeo Connect main screen, right clicking on a local Microsoft Office File in the file list brings up the context menu to Convert to Google Docs.

This will create a new web-based document in Google Docs that you can now edit online and share using Google Docs.

Converting Google content to Local Office Files

Right clicking on Google Docs web-based content in the file list brings up the context menu to Convert to a local Microsoft Office file.

This will create a new local Microsoft Office file that can be opened using Word, Excel or PowerPoint.

System Requirements

Required: A Google Apps Premier Account

Memeo Connect is intended to be used with **Google Apps Premier Edition** accounts, which enabled uploading via API.

NOTE - as of this writing, the Google API does not allow non-Premier accounts to upload files. (i.e. standard Gmail accounts and Education Edition accounts cannot upload files using Memeo Connect). This is a Google limitation. If you try to upload a file with a non-supported account, you may see warning messages informing you that the account does not support uploading of files. You may be able to upload using Google web interface, but will not be able to fully synchronize most files and therefore this is not supported.

OS Requirements

Memeo Connect for Windows supports the following operating environments:

Windows 7, all versions

Windows Vista, Service Pack 1 or greater, 32-bit & 64-bit version

Windows XP, Service Pack 2 or greater, 32-bit version

Memeo Connect for Mac supports the following operating environments:

Mac OS X 10.5.5 or greater

Mac OS X 10.6.0 or greater

Memeo Connect Reader for iPad supports the following operating environments:

All versions of iPad with iPhone OS 3.2 or newer

For more information on Memeo Connect Reader for iPad, go to

http://www.memeoconnect.com/ipad

Important Websites:

Customer Support - support.memeo.com
Online Documentation - www.memeoconnect.com
Memeo Corporate website - www.memeo.com
Google Apps and Google Docs - apps.google.com

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